

11. VACCINE MANAGEMENT PLAN – INTRODUCTION

The CDC requires VFC providers to have written Routine and emergency vaccine management plan, and Sections 11–17 of this handbook serve this function. VFC providers may be held accountable for VFC vaccine wasted due to failure to follow their vaccine management plan (See Section 17 – Vaccine Loss and Replacement).

Requirement

Customize this plan for your facility:

- Fill-in Section 12 starting on page 37. You can hand-write the information or use a computer editable version found on our website (www.immunization.mt.gov).
- Review the entire *Vaccine Management Plan* (Sections 11–16) with staff involved in the VFC Program.
- Document the completion (or update) and review in the table in Section 12.
- Post a copy of Section 12 on each VFC vaccine storage unit.
- Update, review, and re-post Section 12 as necessary so that the information is accurate.

Update and Review your Vaccine Management Plans with staff once per calendar year:

- Update Section 12, if necessary. Review the entire *Vaccine Management Plan* with staff.
- Document updates and annual reviews in the table.
- Re-post a copy of Section 12 to each VFC vaccine storage unit.

We assess compliance with these requirements during your VFC site visit.